## IN-PROGRESS PAYMENTS (IPP)  *Authorization Form*

**INFORMATION:**  Effective 1 Oct 1999, token payments will no longer be issued to reservists.  Token payments will be replaced by an incremental payment referred to as **In-Progress Payments (IPPs)**.  IPPs will take advantage of the daily reserve EFT payroll process and will require a COMPLACDUTRA statement on the unit diary for **IRR/IMAs** performing duty 12 to 30 days in duration.  Reservists must be enrolled in the DD/EFT program to receive IPPs.  SEE MARADMIN 504/99.

**INSTRUCTIONS:**
- OpSponsors complete the IPP form within TFRORMA and forward to or fax to MCRSC if TFRORMA is unavailable at **816-843-3169/3108**.
- IPPs will be processed based upon the **"to"** date requested in IPP form.
- MCRSC personnel will enter UD number and date in TFRORMA for opsponsor use and tracking.
- Notification will be returned to opsponsor and author with an explanation why IPP could not be processed.
- IPPs are still only a partial payment.  Upon completion of duty, Reservists MUST send in original orders with endorsement, travel claim, and receipts for final payment of pay/allowances, travel and per diem.
- Ensure DD/EFT information is correct in MCTFS.  (Is the bank still the correct?)

**RESTRICTIONS:**
- **IPP payments will be made only upon written request/approval of opsponsor.**
- Only IPP forms electronically or by FAX to MCRSC from OpSponsors will be accepted.
- Only one IPP for 12-14 days of duty, and no more than two IPPs for periods of duty 15-30 days.
- IPPs will not be processed within four days of the active duty end date.
- SMCRs must coordinate IPP payments with the I&I unit that generated their orders.

RANK/NAME/SSN:

1.  Reported to (command/hotel):

2.  Duty Dates (Include travel day):                          Orders TON#:

3.  IPP Request Inclusive (Date(s) to include trave day:

        Duty Date to Start IPP **from**: _____ **to** (duty date to end IPP: _____

Maximum of two IPPs can be requested.  They must be requested on separate forms.   (For EFT to hit on Friday, request must be submitted the Wednesday before.)

PRINT NAME/GRADE/BILLET and SIGNATURE:  (Opsponsor approval.)